



PROMOTING POSITIVE BEHAVIOUR POLICY

Introduction

The maintenance of good discipline ensures that JAGS is a safe, respectful and harmonious community. Commitment to and respect of our rules underpins effective discipline and appropriate behaviour. In addition to school time, our school rules apply at all other times when in school uniform or taking part in school activities, including trips or outings. Our Promoting Positive Behaviour Policy is based on the DfE 'Behaviour and Discipline in Schools, Advice for Headteachers and School Staff January 2016'.

This policy is applicable to all pupils, including those in the EYFS.

All staff share responsibility for implementing the school rules / this policy.

Our Aims:

Both in and out of the classroom

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

Aims of our Promoting Positive Behaviour Policy

- To promote a caring and supportive environment in which pupils are able to distinguish right from wrong.
- To develop a positive climate, based on kindness and respect for others and for the whole school.
- To provide an atmosphere in which pupils can learn well and teachers can teach effectively.
- To develop respect for school property and for personal property, both own and others'.
- To promote good relationships throughout the school, both between adults and pupils and between pupils.
- To encourage pupils to take initiatives and accept responsibility for their behaviour and progress.
- To show pupils that their work and good behaviour are valued, and to help maintain high expectations.
- To ensure a consistent and fair approach to rewards and sanctions.

JAGS does not use or threaten corporal punishment.

Physical restraint will only be used in the exceptional circumstances where it becomes necessary to restrain a pupil for their own protection or others' safety, this will be appropriately recorded and reported to the Head of the Junior School or Head. Parents will be informed on the same day or as soon as is reasonably practicable. Any physical restraint used will comply with DfE and LA guidance and the school restraint policy ('Use of Reasonable Force Policy' April 2022).

SEND

Under our duties of the Equality Act 2010, JAGS recognises that there is often the need to differentiate in approaches to behaviour and discipline. In addition to the support available to all pupils, those with SEND will also work with specific members of the team to ensure that reasonable adjustment is made to disciplining pupils, as appropriate.

Reasonable adjustments will also be made for pupils with health difficulties.

JAGS Junior School (Pupils Aged 4-11, Years R- 6)

Ethos

The ethos of the school is such that we hope that very little “discipline” is needed. Staff talk to the children in a relaxed, encouraging manner. If a member of staff requires something to be done in a certain way, he or she should explain to the children the reasons in a calm and appropriate manner.

We aim to instil in the children a sense of self-discipline and self-respect. There are clear expectations of standards of behaviour in work and play. To help the pupils and staff in promoting this atmosphere the following rules are in place.

The School Rules

Junior School pupils are expected to show courtesy, care and consideration (3Cs) for others and act in a sensible, respectful and responsible manner towards others and their property. The children are all aware of the Golden Rules which are clear and simple and cover everything in terms of general behaviour.

- Be gentle.
- Be kind and helpful.
- Work hard.
- Look after property.
- Listen to people.
- Be honest.

By following these rules unacceptable behaviour will be avoided. Unacceptable behaviour includes, but is not limited to:

- Swearing and inappropriate language
- Peer on peer abuse
- Any forms of bullying (see Anti-Bullying Policy)
- Repeatedly and deliberately not following instructions from a member of staff
- Deliberate damage to property
- Telling lies or false accusation

There are also a number of organisational rules that are set out for the children:

Pre-Prep School

- Toys are not brought into school, other than for sharing in “show and tell” class sessions.
- Sweets and fizzy drinks are not allowed in school.
- School uniform or PE kit is to be worn at all times.
- Children should not be in classrooms unattended.
- Children should always ask an adult before leaving the classroom.
- Children should remove all jewellery, hair decorations and nail varnish before coming into school. (Plain ear studs only for pierced ears are allowed and must be taped for PE activities.) Long hair must be tied back with a blue, black or red bobble. Discreet symbols of religious faith may be worn but must be removed for PE activities.
- All personal belongings are to be named.

Prep School

- Children should remove all jewellery, hair decorations and nail varnish before coming in to school. (Plain ear studs only for pierced ears are allowed, but must be removed by the pupil for PE activities). Long hair must be tied back with a blue or red hair band/bobble. Symbols of religious faith may be worn but must be removed for PE activities.
- Named mobile phones must be handed in to the office on arrival at school if parents have requested in writing they be brought to school. They should be collected when the pupil leaves school. They are not to be turned on when on the school site. No other electronic toys are allowed (except a Kindle under a user agreement for Learning Support).
- Classrooms are not open until 8.20am when the children are sent in by the member of staff on duty. Children arriving early should wait in the playground or, if wet, in the Hall.
- Children only use the whiteboards when invited by a teacher.
- Sweets, fizzy drinks and chewing gum are not allowed in school.
- Girls should wear the full school uniform or PE kit at all times, including on the way to and from school.
- Children arriving late or leaving school for any reason must inform the school office in person and ensure that they sign in/sign out.
- Children should tell a teacher immediately if something is broken or spilt around school.
- Toys are not brought into school, other than for sharing in class lessons.
- Children should ask an adult before leaving the classroom.
- Children should not be inside during breaks unless ‘wet Rec/lunch’ or with a staff member’s permission.
- When appropriate, pupils follow all Covid-19 related instructions relating to behaviour around the school including arrival and departure (See Annex) C.

Communication

The Form Teacher discusses the school rules (both the Golden Rules and organisational rules) with their form at the beginning of the academic year. The Golden Rules will also be promoted through assemblies early in the academic year.

Rewards

Staff believe in positive encouragement which includes:

- Verbal praise
- Written praise in marking (in line with our marking policy)
- Stamps, stars, stickers or badges
- Show other teachers or adults their work
- Displayed work
- Mentions in assembly
- House points
- Extra responsibility around school
- Mention to parents
- At Key Stage 1 children are awarded Gold Leaves
- At Key Stage 2 children are awarded Headteacher's Award, Golden Class Points, 3Cs Awards, Roots and Shoots Awards
- Effort particularly is acknowledged by our community

Sanctions

Pre-Prep School

We find that a very small minority of children occasionally need a gentle reprimand.

In conjunction with the positive reinforcement which is central to our behaviour policy, the following procedure is adopted, followed by sanctions where appropriate:

- A 1:1 talk with the teacher to emphasise that the behaviour in question is unacceptable. Expectations will be reiterated, with the reasoning behind them.
- A 1:1 talk with the Senior Teacher or Head of the Pre-Prep.
- Where appropriate, a child can be removed from an immediate situation for a few minutes thinking or 'cooling down' time. This is particularly appropriate where there has been a dispute with another child. Reinforcement will always be given by a staff member and the situation discussed with the child to establish the correct behaviour, for example the need to apologise to another child or adult.
- Where inappropriate behaviour recurs on a regular basis the class teacher will inform parents in order so that they can reinforce school expectations.

Prep School

The children are given clear guidelines in expectations of behaviour. Children are expected to be courteous at all times, to respect each other and to respond to teachers' requests on the first time of asking.

Should a teacher feel that this is not happening then a system of 'sanctions' is in place:

- Children should be made aware of what is required of them. This may be as a standard school routine or something specific at a given time.
- If children do not comply then staff should remind the children of what is required/expected of them.
- If children still do not comply then staff should warn them that should they continue to ignore the request then they will receive a "reminder".
- If children continue to ignore the request a "copy" (a written reflection on the inappropriate behaviour) will be given. It must be made clear to the child why the "copy" has been given.

Any child receiving three "copies" in one term will meet with the Headteacher to discuss the reasons for them and how the school can help to change her behaviour. The Headteacher will inform the girl's parents where appropriate to devise a plan for improved behaviour.

Serious incidents

There are some instances when the copy system is not appropriate. Should the situation warrant it, parents are informed or invited to the school to discuss matters if the Headteacher considers such action appropriate. Only the Headteacher may suspend a pupil for misbehaviour that, in his/her opinion, merits it. The situation will be discussed with parents before a suspended pupil is sent home. No suspension shall last more than five days.

Pupils in the Pre-Prep and Prep are expected to adhere to the Anti-Bullying Policy and the Pupil Code of Conduct (reviewed annually by Year 6).

JAGS Senior School (Pupils Aged 11-18, Years 7-13)

Rules

All students are expected to obey the School Rules and adhere to the Pupil Code of Conduct, including the Alcohol, Drugs & Substances Policy; Anti-Bullying Policy; Anti-Racism Policy; Health & Safety Policy; IT Code of Conduct; Pupils IT Online Safety Policy and the Promoting Positive Behaviour Policy. These are available to parents on the school website and when a student joins the school. They are also the school planner and are displayed on all form room notice boards.

- All pupils are expected to adhere to the policy detail above.
- All members of JAGS community are expected to engage in social media in a positive, safe and responsible manner, at all times (see IT Code of Conduct).
- Money must be left in a locked locker, or left in the school office, or carried on one's person.
- Mobile phones, laptops, radios, MP3 players, iPods, digital cameras, video cameras or other similar electronic items are brought into school at pupils' own risk and should be placed in a locked locker or left in the school office during the School day. No coats or PE kit should be left in the form room, but in the relevant lockers.
- Smoking, vaping or possessing illegal substances including alcohol on the school premises, defacing school property or stealing are not acceptable and will be dealt with most seriously.

- Mobile phones should remain switched off in school and may not be used during the school day (8.25am – 3.45pm) unless directed by a teacher (see also the Online Safety and Anti-Bullying Policies). School cannot be responsible for pupils' mobile phones unless they are handed in to the school office.
- Pupils in Year 7 – 9, should leave school by 6pm at the latest (unless in a supervised activity).
- Pupils in Years 10 – 13 may work in the Library until 7pm if they wish to use this time for study. They may not be anywhere else other than the Library. All pupils must sign in and out so that their location is known. Pupils in Years 10 – 13 must have left the site by 7pm AT THE LATEST unless taking part in an activity. This is for reasons of safety,
- No food may be consumed in corridors or form rooms at any time.
- Chewing gum is not allowed in school.

When applicable, there are temporary changes to the above as outlined in the Covid Annex.

REWARDS

Praise and recognition are given to girls who have worked well or behaved well. Students' achievements and efforts are regularly recognised in assemblies and reported on our website and elsewhere.

Our formal reward system is based on credits: credits are awarded to individual students, but also contribute to the termly points total for each House.

Credits are awarded singly for:

- a) Acts which are of service to the community, unsolicited and above and beyond what is expected
- b) Outstanding effort or achievement in academic work.

Special certificates are awarded by Section Heads to students achieving significant numbers of credits and vouchers are awarded to the girls who achieve most credits in each year group each term.

Form credits may also be awarded where the whole form has excelled in some way. The student and her parents are informed by email when a credit is issued.

Postcards

The electronic postcard includes a hand written, personalised message from the Form tutor to the student's parents and is emailed home. The girl will be told that her parents have been sent the electronic postcard. All teachers can make a nomination to the Form Tutor who will write a short message home outlining the reason for the postcard.

The criteria are:

- Consistent improvement/perseverance in academic work

- Particularly kind act - social conscience
- Volunteering for an activity on a number of occasions; always assuming the role of Ambassador for the school.

Sanctions

Warning marks are awarded for minor disciplinary offences such as lateness without good reason, poor or incomplete work.

Lunchtime supervision may be given by a member of staff who feels that a pupil may benefit from extra time spent on a piece of work or to catch up on work they may have missed. Parents will be informed when these have taken place, where appropriate. A support plan discussed with the pupil and her parents will be put in place should it be necessary to help the student either with their academic progress, pastoral concerns, or both.

After school detentions are awarded for an accumulation of warning marks, for certain single disciplinary offences or persistent lateness. Parents are notified in advance if their daughter is required to stay behind after school for detention and parents are required to acknowledge detentions before the student can sit a detention. Detentions are organised by the appropriate Head of Year. If a student receives a third detention in a year, this will be served on a Friday evening from 4.00 – 5.30pm and the Head of Year/Assistant Head will contact parents. They may involve supervised written work or community action around the School.

A Head's detention is given at the discretion of the Head when the offence does not warrant a suspension (temporary exclusion) but is deemed sufficiently serious to warrant the final sanction before suspension.

Other than in exceptional circumstances, only the Head may suspend a student. No suspension may last longer than five days. All suspensions are given at the discretion of the Head (or, in exceptional circumstances, her nominated Deputy). Parents will always be contacted before a suspension. Suspension is the usual and immediate punishment for possession of illegal substances. Suspension is also the likely outcome for the possession of drug paraphernalia, e-cigarettes or cigarettes, for smoking on school premises, for defacing school property, or for stealing. Suspension for other serious offences, such as all forms of bullying or posting material on the internet or other actions which bring the school into disrepute, is at the discretion of the Head.

Permanent Exclusion (Whole School)

The Head will act fairly and in accordance with the procedures of natural justice and will not permanently exclude a student except in grave circumstances.

Two senior staff (for example, the Headteacher of the Junior School and one of the Deputy Heads or, in the Senior School, two of the Deputy Heads) would interview a student concerning an offence or offences which are liable to result in permanent exclusion. Consideration will be given with regard to inviting the parents in to accompany their child during an interview for an offence which is likely to result in permanent exclusion. Parents should also be invited to attend a meeting with the Head before the exclusion takes place. No student shall be permanently excluded without prior consultation with the Chair of Governors or the Deputy Chair if the former is unavailable.

The parents of a student who has been permanently excluded shall have the right of review by a three-member subcommittee of the Board of Governors.

Signed:

A handwritten signature in blue ink, appearing to read "James Miller". The signature is written in a cursive style with a long horizontal stroke at the end.

Chair of Governors
Review date:

Annex A

Relevant Legislative Links:

Behaviour and discipline in schools: guidance for governing bodies

Education Act 1996 School Standards and Framework Act 1998

Education Act 2002

Education and Inspections Act 2006

Equality Act 2010

Education Act 2011 Schools (Specification and Disposal of Articles) Regulations 2012

Keeping Children Safe in Education September 2021

School Information (England) Regulations 2008

The Education (Independent School Standards) (Amended) (England) Regulations 2014

The School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012

JAGS Policies

Alcohol, Drugs or Substances

Anti-Bullying

Anti-Racism

Gender Equity

Health and Safety

Online Safety

Pupil IT Code of Conduct and Acceptable Use

Prevent Duty at JAGS

PSHCE

RSE

Safeguarding (Child Protection Policy)

Searching and Confiscation

Use of Reasonable Force

Owner: Deputy Head, Pastoral

Promoting Positive Behaviour Policy

Reviewed April 2022 Next Review April 2023

Annex B

The following Code of Conduct was agreed by senior school pupils through the School Council and Pupil Voice initiatives in September 2018.

Respect for Oneself

Best: Doing the best we can and taking pride in what we achieve

Care: Taking good care of ourselves and looking after our physical and mental health

Individuality: Not comparing ourselves to anyone else or being jealous or envious of others

Respect for Others

Kind: Being courteous, co-operative and friendly, showing consideration for other people's feelings and points of view

Humble: Wanting the best for other people and being considerate of their achievements

Language: Always speaking in a respectful way towards students and staff, never using racist, sexist or homophobic terms

Safety: Moving around the school safely and sensibly and taking care of people's property

Integrity: Acting with integrity, honesty and care towards each other

Empowerment: Empowering each other to be active and thoughtful citizens

Respect & Pride in Our School

Uniform: Wearing the correct uniform – both in school and on our way here or home

Environment: Taking good care of school property and our environment

Ambassadors: Making sure we always give the right impression of the school both to our visitors and outside of school

Community: Playing an active part in our community, both at school and more widely

Respect for Our Learning

Attendance: Attending each day and arriving on time for school and lessons

Prepared: Being prepared for lessons and bringing everything that we need

Listening: Respecting the contributions of others, listening to them and not interrupting

Respect: Being on task throughout the lesson – making it easy for everyone to learn and for the teacher to teach

Owner: Deputy Head, Pastoral

Promoting Positive Behaviour Policy

Reviewed April 2022

Next Review April 2023

Academic Resilience: Being creative, curious and open-minded individuals

Annex C TO BE FOLLOWED AS APPROPRIATE IN THE EVENT OF CONTINGENCY MEASURES

Coronavirus (COVID-19)

Behaviour principles

In light of the need for children to behave differently should contingency measures be required, systems will be reintroduced to ensure pupil and adult safety. Behaviour policy changes are shared with pupils, parents and staff. Pupils and staff should follow altered routines for arrival or departure.

On arrival, adults (one only) should drop off their children and not congregate around the entrance to the school, minimising adult to adult contact and observing social-distancing.

When children are to be collected from school, the principles of social distancing are of utmost importance. Adults will be advised not to congregate outside of school. Children will be brought to the playground in small groups and their parents will be asked to collect them maintaining social distancing and leave promptly.

Pupils and staff should follow the school instructions on hygiene, such as handwashing and sanitising – pupils will be instructed on good hygiene and, at appropriate and regular points in the school day, will be required to wash their hands, in addition to the usual expectations before eating and following going to the toilet.

- Pupils will be expected to follow instructions on who they can socialise with at school, which will be in year 'pods'
- Pupils are required to move around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- Pupils will be regularly reminded by their teachers of the expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands
- Pupils will be reminded to tell an adult if they are experiencing symptoms of coronavirus or feeling unwell
- Pupils may not share any equipment or other items including drinking bottles
- Break times will be in year 'pods'. Amended expectations about breaks or play times, including where children may or may not play/congregate This will be made clear to all pupils
- Pupils will use toilets as allocated and follow instructions
- No pupil should cough or spit towards any other person. Disciplinary sanctions will be imposed as outlined for Senior pupils in the Rewards and Sanctions part of the policy and the Sanctions part of this policy for the Junior School. All pupils are to follow the rules as outlined in the Pupil Code of Conduct for Remote Learning.

The usual rewards and sanctions system will operate across all year groups.

Principles for staff

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your Line manager), and access a test as soon as possible.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, particularly with younger children, which is why hygiene and hand cleaning is so important).
7. Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classroom displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible, for air flow.
11. Limit the number of children from your class using the toilet at any one time. Limit your contact with other staff members, and don't congregate in shared spaces, especially small rooms
12. Staff should have read and be familiar with the updated behaviour policy to ensure that they are clear on their roles and responsibilities, consulting with their Line Manager if uncertain.